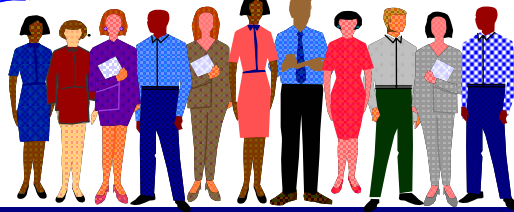


Personnel Issues & You



UPPS Newsletter 2004-6

August 1, 2004

*Personnel Cabinet
5th Floor, 200 Fair Oaks Lane
Frankfort, Kentucky 40601*

*Secretary
Robert Ramsey, Sr.
Suite 516, 502-564-7430*

*Department for Personnel Administration
Carl Felix, Executive Director
Suite 530, 502-564-2428*

*Office for Employee Relations
Rick Deason, Executive Director
Suite 511, 502-564-7911*

*Department for Employee Insurance
Esteva Caise Draggs,
Executive Director
Suite 501, 502-564-0358*

*Personnel Cabinet Web Site
<http://personnel.ky.gov/>*

REORGANIZATION UPDATE

The current reorganization of state government is essentially complete. The scope of this effort involved about 30,000 employees being moved into new entities effective June 16, 2004. More than 75,000 transactions took place in the payroll system to ensure that all employees got paid. Diligent work by agency staff, in cooperation with many employees in the Personnel Cabinet, has led to a smooth transition of people into new organizational structures. Everyone involved in this process deserves credit for making this happen. Nicely done.

Changes in the Personnel Cabinet include the addition of the former Governmental Services Center, now the Office of Government Training. With this addition, the mission and capabilities of the Personnel Cabinet is greatly enhanced. A second change involved the abolishment of the Division of Employee Records and the Division of Classification and Compensation, resulting in the creation of the Division of Employee Management. This division now consists of Classification & Compensation, Payroll, Performance Management, and Processing/Files.

One area impacted by the reorganization involves the reports created by or generated from the personnel and payroll system. Due to significant changes in organizational numbers, some reports may not look the same as they have before. Over time, this will be corrected. Please be patient until all changes are complete.

1	Reorganization Update
1	NOTE
2	Local Tax Changes/Additions
2	New Reports Added to RDS/Document Direct
2	New Agency Assignments in Processing/Files
2	Federally Funded Time-Limited Employees
3	Federally Funded Time-Limited Employees Continued
4	Updated Personnel Cabinet Telephone List

NOTE: BEGINNING IN SEPTEMBER, THIS PUBLICATION WILL BE DISTRIBUTED ON THE 15TH OF EVERY MONTH.

LOCAL TAX CHANGES/ADDITIONS

Effective July 1, 2004 Harrison County and Cynthiana county rate changes from 1.00 to 1.50. Also effective July 1, 2004 Magoffin County, 31-03 will be added with a 1.00 county rate.

NEW REPORTS ADDED TO RDS/DOCUMENT DIRECT

The following reports have been added to RDS/Document Direct:

PERPAYH – shows the payroll feeds received from the OPHEHI.
The dates these feeds are run is listed on the Payroll Schedule.

PERUPPIF – shows invalid health deductions each month.

PERW2RP9 – one-line W2 information sent to IRS.

NEW AGENCY ASSIGNMENTS IN PROCESSING/FILES BRANCH

Below is a list of the new agency assignments:

Carolyn Bruce		Personnel Cabinet
Sissy Burnham	53	Health & Family Services
Lisa Case	10	Legislative Branch
	20	Judicial Branch
	31	General Government
	52	Environmental & Public Protection
Sandra Darneal	35	Transportation Cabinet
	50	Commerce Cabinet
Dena McGuire	36	Economic Development
	51	Education Cabinet
Donna Parker	39	Finance and Administration Cabinet
	53	Justice and Public Safety

FEDERALLY FUNDED TIME-LIMITED EMPLOYEES

By the action of the 2004 General Assembly, a new (but familiar) employment definition has been added to KRS 18A.005. SB 219 defines the use of federally funded time-limited employees, and this status has been approved as a pay employment status code for the P-1.

A “federally funded time-limited employee” (FFTL) is an employee in the unclassified service who is appointed to a position that is funded 100% by a federal grant or grants. A copy of the relevant section or sections of the federal grant that relates to the establishment of a timeframe for the

position shall become a part of the employee's personnel file and shall be reported and justified to the State Personnel Board. Employees appointed to federally funded time-limited positions shall be required to meet the minimum requirements for the classifications in which they are hired. These employees serve at the pleasure of the appointing authority during a period of time that shall not exceed the life of the federal grant funding the position. A FFTL who has been aggrieved by notice of disciplinary action or termination, other than an action based upon the expiration of the federal grant funding, may petition the appointing authority of the agency for the opportunity to be heard by the appointing authority or his or her designee prior to the effective date of the disciplinary action or termination. The decision of the appointing authority shall be final except as provided by KRS 18A.095(15)(a) and 18A.140. A FFTL shall not have the right of appeal to the Personnel Board except as provided by KRS 18A.095(1)(a) and 18A.140.

Employees in federally funded time-limited positions are eligible for the same benefits at the same level as a classified employee in a permanent position.

In the same cabinet, county, and job classification, FFTLs, along with interim and probationary employees, shall be laid off before full-time or part-time employees with status. In the event a federally funded time-limited employee is laid off, he or she may be removed from the register.

SB 219 may be viewed at <http://www.lrc.state.ky.us/record/04rs/SB219.htm> .

UPDATED PERSONNEL CABINET TELEPHONE LIST

Attached is an updated telephone listing for the Personnel Cabinet.

PERSONNEL CABINET TELEPHONE LISTING, AUGUST 2004

OFFICE OF THE SECRETARY, SUITE 516, (4-7430)	
BOB RAMSEY Stephany Ivers, x 4011 Stephanie Surratt, x 4004 Jodi Whitaker, x 4020 Vacant x 4009	801 TETON TR (573-0318) Singer Buchanan, Jr., x 229 Jamilie Smith, x 228 Bruce Trent, x 241
OFFICE OF ADMINISTRATIVE & LEGAL SERVICES EXEC DIR'S OFFICE (4-7430)	
Burr Lawson, x 4008 Theresa "Terry" Wood, x 4088	Sonja Cox, x 4010
GENERAL COUNSEL Mark Honeycutt, x 4005 Ashley Bratcher, 564-1205, x 4082 Sue Britton, x 4002 Dan Egbers, x 4007	SYSTEMS MANAGEMENT (ROOM 529, 4-0198) Neal Lanham, x 4032 Brad Atkinson, x 4027 Jeanne Campbell, x 4028 Diane Collins, x 4029 Connie Gregory, x 4030 Travis Humphries, x 4031 Susan Stinnett, x 4033 Joanna Warhus, x 4034 Beverly Wilhoite, x 4035 Ferlin Wright, x 4036 Vacant x 4037 Computer Room, x 4040, 4041, 4042, 4043, 4181
ADMINISTRATIVE SERVICES Walt Gaffield, 4-7409, x 4021 Suzette Gash, 4-7409, x 4024 Rachel Jackson, 4-7409, x 4025 Denise Krol, 4-7409, x 4006 Susan Lynn, 4-7409, x 4022 Elinda Manley, 4-7409, x 4023 Vacant 4020	

OFFICE OF GOVERNMENT TRAINING Kentucky State University, 400 East Main Street Academic Services Bldg - 4 W, Frankfort, KY 40601 Main Number: 502/564-8170 or 564-7455	
EXEC DIR'S OFFICE Robinil Jameson, x 239 David Finley, x 256	MGMT & EMP DEV SERV Jeanne Olivas, x 243 Bob Berry , x 236 Connie Bolin, x 234 Katy Cave, x 253 Lee Cowherd, x 247 Stan Riley, x 237 Wes Swarner, x 245
ADMINISTRATIVE SERVICES Scot Williams, x 254 Debbie Cardwell, x 233 Mary Jean Reece, x 221 Donna Simpson, x 223 Pat Wasson, x 227	

OFFICE FOR EMPLOYEE RELATIONS EXEC DIR'S OFFICE, SUITE 511 (4-7911)	
Rick Deason, x 4087	Kim Kain, x 4086
DIVISION OF EMPLOYEE BENEFITS	
DIRECTOR'S OFFICE SUITE 511 (4-6847) Bill Patrick, x 4104 Clark Rowland, x 4100 Darlene Stewart, (4-3433, x 4094)	LIFE INSURANCE ROOM 503 (4-4774) 800-267-8352 Sharon Spencer, x 4111 Gaye Adcock, x 4105 Michele Ellis, x 4106 Melinda Giles, x 4184 Joe Hughes, x 4107 Jeri Payton, x 4109 Kimberly Quinn, x 4110 Scan Room, x 4108
WORKERS COMPENSATION SUITE 511 (4-6847) Donna Shelton, x 4101 Jeffrey Hockensmith, x 4097 Valerie McGrath, x 4098 Debbie Mitchell, x 4099 Vickie Smitha, x 4102 Paula Spicer, x 4103 Melissa Tillman, x 4096 Vacant, x 4095	EMP ASSISTANCE BUSH BLDG (4-5788) 800-445-5327 Mary Jane Cowherd, x 222 Doug Crowe, Sr., x 224 Barbara D. Henderson, x 225 Trina Jennings, x 223 Tammy Tyson, x 221

DIVISION OF COMMUNICATIONS & RECOGNITION SUITE 511 (4-3433), 866-725-5463	
DIRECTOR'S OFFICE Timothy Harmon x 4093 Vacant, x 4091	WORKPLACE RELATIONS Linda House, x 4092
COMMUNICATIONS Tina Goodmann, x 4188 Margaret Harney, x 4090	EMPLOYEE RECOGNITION Debbie Bohannon, x 4000 Mandi Flynn, x 4089

KY PUBLIC EMPLOYEES DEFERRED COMP AUTHORITY 105 SEA HERO ROAD, SUITE 1 (573-7925) 800-542-2667 persdeferredcomp@ky.gov			
EXEC DIR'S OFFICE Robert C. Brown Pat Goodlett Chris Helvey Connie Smith		INVESTMENT & RECORDS Sandi Whitaker Jody Dunn Kimberly Ball Barbara Hedrick Leanne Barger Amy Mosby	
PAYOUT COUNSELING Eric Simpson Dick Ernst Julia Holbrook Julie Gordon April Smyth		PARTICIPANT SERVICES Jean Henning Floyd Boler Katherine Ross Jean Glore Donna Towles	

Class & Comp (Teton Trail)	FAX 573-0324
Commissioner's Office (Rm 516)	FAX 564-7603
Deferred Comp	FAX 573-4494
Employee Management (Rm 535)	FAX 564-5826
Employee Management (Director's Office)..	FAX 564-1823
Employee Relations (Suite 511).....	FAX 564-4311
Government Training (KSU).....	FAX 564-2732
OPEHI (Room 501).....	FAX 564-5278
Health Insurance (Room 503)	FAX 564-1085
KEAP (Bush Building).....	FAX 564-5189
Life Insurance (Room 503)	FAX 564-4034
Member Services Branch (Suite 502)	FAX 564-0364
Personnel Administration (Room 530)	FAX 564-9249
Performance Mgmt (Teton Trail).....	FAX 573-0324
Staffing Services (Director's Office).....	FAX 564-3588 or 564-5251
Staffing Services (Register).....	FAX 564-5414
Staffing Services (Emp. Counseling).....	FAX 564-0512
Systems Management (Room 529).....	FAX 564-2274
Workers Comp (Suite 511).....	FAX 564-9119

OFFICE FOR PERSONNEL ADMINISTRATION EXEC DIR'S OFFICE, ROOM 530 Carl Felix 4-2428, x 4114 Jenny Smith, 4-7571, x 4113 Olivia Strickland, 4-6873 x 4117, Rm 531	
DIVISION OF EMPLOYEE MANAGEMENT DIRECTOR'S OFFICE, ROOM 533 (4-6464 OR 4-6484) Paul Herberg, x 4115 George Gamble, 4-6883 x 4185, Rm 535 Kimberly Hatter, x 4116	
PROCESSING/FILES, ROOM 531 Carolyn Bruce, 4-6873, x 4126 Sissy Burnham, 4-6873, x 4127 Lisa Case, 4-6873, x 4128 Sandra Darneal, 4-6873, x 4129 Dena McGuire, 4-7543, x 4131 Donna Parker, 4-6873, x 4130 Scanner, x 4133 Vacant, x 4132	CLASS & COMP 801 TETON TR (573-0318) Jim Lambert, x 222 Peggy Brady, x 223 Carla Gray, x 225 Phyllis Harris, x 227 Vickie Hatchel, x 224 Debbie Parido, x 232 Terry Sullivan, x 237 Mark Thompson, x 226 Marilyn Vance, x 233 Rebecca Waddle, x 221
PAYROLL, ROOM 535 (4-6883) Carol Kelien, x 4120 Gail Cooper, x 4118 Shannan Goodrich, x 4119 Jo Ann McAlister, x 4122 Greg McGaughey, x 4123 Yvonne Mahoney, x 4121 Mike Rice, x 4124 Vacant 4125	PERFORMANCE MGMT (573-0325) Johnny Keene, x 234 Regina Edington, x 236 Regina Gravitt, x 235
DIVISION OF STAFFING SERVICES SUITE 517 (4-6920)	
DIRECTOR'S OFFICE Mark White, x 4180 Rebecca Billings, x 4135 Mary Greenwell, x 4134 Vacant, x 4136	EMPLOYMENT COUNSELING (4-8030) Karen Neeley, x 4153 Shona Alderson, x 4145 Scotty Barker, x 4146 Stuart Clark, x 4148 Kim Combs, x 4155 Freda Harris, x 4150 Galen Linville, x 4147 Marilyn Marshall, x 4151 James Mason, x 4152 Rose Nipp, x 4154 Tracy Young, x 4156 Vacant 4149
APPLICANT PROCESSING (4-8030) Denise Jones, x 4139 Nina Burger, x 4141 Deborah Cook, x 4157 Denice Driver, x 4138 Farrah Keith, x 4140 Amanda Sewell, x 4142 Robin Smith, x 4143 Flo Warner, x 4144 Vacant 4137	REGISTER, (4-6922) Kay Wallace, x 4167 Melissa Baughn, x 4159 Roberta Brownlee, x 4160 Dorothy Burton, x 4161 Cheri Chambers, x 4162 Sharen Fogle, x 4163 Kay Goodwin, x 4164 Beth Hicks, x 4165 Sharon Smither, x 4166 Lucy Wheeler, x 4168
STAFFING ANALYSIS (4-6702) Marina Alford, x 4169 Yvonne Beghtol, 564-7602, x 4170 Samuel Moore, Sr., x 4172 Neil Popplewell, x 4178 Kimberly Roush, x 4173 Kevin Shipp, x 4174 Holly Simpson, x 4175 Peggy Smith, x 4176 Vacant, x 4171, 4177, 4178, 4179	

OFFICE OF PUBLIC EMPLOYEE HEALTH INSURANCE EXEC DIR'S OFFICE, ROOM 501 (4-0358)	
Esteva Draggs, x 4047 Jackie Beach, x 4044 Tonya Brown, x 4186 Sharley Hughes, x 4049 Jill Hunter, x 4048	Dera Lindsay, x 4065 Marsha Morris , x 4050 James Ross, x 4046 Vacant x 4051, x 4063

DATA ANALYSIS (4-9097) Eric Poston, x 4067 Jonathan Cordier, x 4064 Trent Murphy, x 4066 Brenda Roark, x 4068 Cindy Stivers, x 4069 Cindy Thomas, x 4070 Vacant 4071	ENROLLMENT INFORMATION ROOM 503 (4-1205) Reina Diaz-Dempsey, x 4074 Paula Chisholm, x 4072 Bess Crawford, x 4073 Jessica Estes, x 4079 Cheryl Gay, x 4075 Sabrena Hockensmith, x 4076 Julia Hughes, x 4077 Lynn Jones, x 4078 Mamatha Kotha, x 4183 Philip Luckett, Sr., x 4080 Vickie Poole, x 4081 Teresa Shipley, x 4083 Jeffrey Wiley, x 4084 Christina Winans, x 4085 Scan Room, x 4079 Vacant, x 4082
MEMBER SERVICES ROOM 501 (4-6534) 888-581-8834 Donna Scott, x 4059 Glenn Brothers, x 4052 Cindy Dempsey, x 4053 Sharon Gilbert, x 4054 Merla Graves, x 4055 Mae Green, x 4058 Jerry Jones, x 4057 Tara Moore, x 4056 Clara Serafini, x 4060 Sandra Shelton, x 4061 Hannah Stanfield, x 4062	

IDMS (Room 529).....	564-0198, x 4038
State Operator	564-3130
Personnel Answer Line.....	564-8339 or 866-725-5463
Quick Copy	564-2670
Small Conference Room 506	Handset x 4014
Large Conference Room 508	Handset x 4015, 4016
Conference Room – OPEHI	Handset x 4187, Speaker phone x 2019
Conference Room – Teton Trail.....	573-0318, x 238
File Room – Teton Trail.....	573-0318, x 239
Smoke Room – Teton Trail.....	573-0318, x 242
Janitorial Staff.....	564-7409, x 4039